National
Endowment
for the Arts

Application
Guidelines
Fiscal Years
1991 and 1992

Visual Arts

Fellowships

91/92

OMB No. 3135-0067 Expires 3/31/93

Visual Artists Fellowships Application Calendar

Fellowship Area	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Fellowship Beginning Date
FELLOWSHIP AREAS OFFERED IN 1991			
New Genres (including Conceptual, Performance, and Video)	Jan. 17, 1991	Sept. 1991	Oct. 1991
Painting	Feb. 1, 1991	Sept. 1991	Oct. 1991
Works on Paper (including Printmaking, Drawing, and Artists Books)	March 15, 1991	Sept. 1991	Oct. 1991
FELLOWSHIP AREAS OFFERED IN 1992			
Photography	Jan. 24, 1992	Sept. 1992	Oct. 1992
Sculpture	Feb. 14, 1992	Sept. 1992	Oct. 1992
Crafts	March 16, 1992	Sept. 1992	Oct. 1992

LATE APPLICATIONS WILL BE REJECTED.

Individuals may apply only **ONCE**, and in only **ONE FELLOWSHIP AREA**, for **ANY** of the 1991-92 deadlines listed above. Applications must be postmarked no later than the appropriate deadline date indicated above. Each fellowship area is offered every two years. **Please note the calendar year in which your fellowship area is offered.**

The Visual Arts Program **does not maintain a mailing list** for individual artists. You must request a copy of the guidelines each time you wish to apply.

Please do not seek information on the status of your application before the announcement date for your area noted above.

You may also wish to contact your state or regional arts agency for information regarding other funding opportunities for visual artists. Please note, however, that some agencies are prohibited by law from awarding grants to individuals.

If your address changes between the application deadline and the announcement date, send a standard change-of-address (U.S. Postal Service) card with your full application number to the Visual Arts Program.

The Visual Artists Fellowships category has changed significantly from previous years. Please read this booklet carefully. If you have questions, we can be reached at:

Visual Arts Program/Fellowships, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5448 (Voice/TDD 202/682-5496)

October 1990

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission
National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as the need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a rich symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government..."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent..."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

(Continued on next page)

Statement of Mission
National Endowment for the Arts,
continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in the Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf People 202/682-5496

Visually or learning impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5532
202/682-5496 Voice/TDD

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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Introduction

The Visual Arts Program assists individuals of exceptional talent working in a wide range of styles and media. It also awards matching grants to visual arts organizations, state and local government units, educational institutions, and other nonprofit, tax-exempt groups.

This booklet contains fiscal years 1991 and 1992 guidelines for individuals only.

In addition to Visual Artists Fellowships offered at the national level (as described in this booklet), the Endowment has developed a program of regional fellowships which now covers 50 states, the District of Columbia and the U.S. Virgin Islands. Visual artists residing in participating regions who have not received an Arts Endowment fellowship are eligible to apply for regional fellowships in fellowship areas other than those offered by the Endowment's national fellowships program during that same year. For more information, you may wish to contact the Visual Arts Program at the Arts Endowment or the appropriate regional arts organization listed below:

ARTS MIDWEST Hennepin Center for the Arts 528 Hennepin Ave., Suite 310 Minneapolis, MN 55403 612/341-0755	IL, IN, IA MI, MN, ND OH, SD, WI
MID-AMERICA ARTS ALLIANCE 20 West Ninth St., #550 Kansas City, MO 64105 816/421-1388	AR, KS, MO NE, OK, TX
MID ATLANTIC ARTS FOUNDATION 11 East Chase Street, Suite 2-A Baltimore, MD 21202 301/539-6659	DE, DC, MD NJ, NY, PA VA, VI, WV
NEW ENGLAND FOUNDATION FOR THE ARTS 678 Massachusetts Ave., Suite 800 Cambridge, MA 02139 617/492-2914	CT, ME, MA NH, RI, VT
SOUTHERN ARTS FEDERATION 1293 Peachtree St., N.E., Suite 500 Atlanta, GA 30309 404/874-7244	AL, FL, GA KY, LA, MS NC, SC, TN
WESTERN STATES ARTS FEDERATION 236 Montezuma Ave. Santa Fe, NM 87501 505/988-1166	AK, AZ, CA CO, HI, ID MT, NV, NM OR, UT WA, WY

The Endowment also offers international exchange fellowships to a limited number of artists each year. For more information, see pages 14-15.

(Continued on next page)

Introduction, continued

The Visual Arts Program also offers support to organizations through its Visual Artists Organizations, Visual Artists Forums, Art in Public Places, and Special Projects categories. Brief descriptions of these categories can be found under "Other Programs of Interest" on page 12. Detailed information and application instructions are contained in a separate guideline booklet, "VISUAL ARTS/ORGANIZATIONS," available from the Visual Arts Program.

The Visual Artists Fellowships category has changed significantly from previous years. Please read this booklet carefully. If you have questions, we can be reached at:

Visual Arts Program, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5448

What Happens to Your Application

After applications are received and processed by the Visual Arts Program staff, they are reviewed by the appropriate Visual Arts Advisory Panel. This panel is a continually rotating committee composed of experts from all aspects of the visual arts field. Based on the review criteria of the category, the panel discusses applications and supporting materials (as appropriate) and makes recommendations for funding in closed session. These recommendations are then forwarded to the National Council on the Arts, a presidentially appointed body, for its review in open session, and finally to the Chairman of the Arts Endowment for final decision. In addition to making funding recommendations, Visual Arts Advisory Panels also review general policy and procedures during open sessions, and suggest modifications and improvements to Endowment guidelines based on their review.

Only after this entire process is complete are applicants notified in writing of funding decisions. The notification dates are listed inside the front cover of this guideline booklet. Please do not seek information on the status of your application prior to this date.

Applicants are encouraged, however, to contact the Visual Arts Program staff for information concerning the review of their application after official notification has been received. Applicants are also invited to attend meetings of the National Council on the Arts and the open sessions of Advisory Panel meetings.

When notified of receipt of a fellowship, applicants may request full or partial payment. Details will accompany the grant award letter.

Visual Artists Fellowships

Grants in this category encourage the creative development of professional artists, enabling them to pursue their work.

Eligibility

Visual Artists Fellowships are available to practicing professional artists of exceptional talent and demonstrated ability working in a wide variety of visual media: painting, sculpture, photography, crafts, printmaking, drawing, artists books, video, performance art, and conceptual art.

Applicants must be United States citizens or permanent residents of the U.S. and must meet the Final Report requirements on page 7.

Over the past several years, the Endowment has received more than 5,000 Visual Artists Fellowships applications a year. Only about five percent of these applications have been funded per year. Competition is intense. Individuals should be aware that work submitted is reviewed in a rigorous professional context. See also "We Do Not Fund" and "Review Criteria" below.

We Do Not Fund

- Students pursuing graduate or undergraduate degrees.
- Non-professionals who engage in artwork as a hobby.
- Artists who received a fellowship of $15,000 or greater from the Visual Arts Program in 1987/88 or 1989/90.

Review Criteria

In reviewing applications, panelists first consider the following:

- The quality of the applicant's work as demonstrated by visual documentation submitted. (This is the primary criterion.)

For those applicants who pass this review, panelists then consider:

- The record of professional activity and achievement as reflected on the application form and/or by accompanying materials submitted.
- Whether , based on the two criteria cited above, the applicant's work reflects continued, serious, and exceptional aesthetic investigation and will be at a critical point of development during the proposed fellowship period.

Grant Amounts

Fellowships will be awarded for $15,000.

Deadline Dates

Please review this calendar carefully. Individuals may apply only **once**, and in only **one fellowship area**, for **any** of the 1991-92 application deadlines listed below. Select the application date for the area which corresponds most accurately to your work.

The fellowship areas are intended to be broadly inclusive of the media in which most visual artists work. The area definitions are not rigid and some overlap will occur (e.g. between "crafts" and "sculpture," or "painting" and "works on paper"). Each area has a separate review panel whose members have primary expertise in that area. **Applicants should select the one fellowship area that most closely corresponds to the nature of their work. Book artists should see the Note under "Special Application Requirements," page 9.**

(Continued on next page)

Deadline Dates, continued

Each fellowship area is offered every two years. Please note the calendar year in which your fellowship area is offered. If you have questions, please call or write us. We can be reached at:

Visual Arts Program/Fellowships, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5448

All applications must be postmarked no later than the appropriate deadline indicated below. For additional information, see the Application Calendar inside the front cover of these guidelines. Late applications will be rejected.

Fellowship Area	**Application Postmark Deadline**
FELLOWSHIP AREAS OFFERED IN 1991	
New Genres (including Conceptual,Performance, and Video)	January 17, 1991
Painting	February 1, 1991
Works on Paper (including Printmaking, Drawing, and Artists Books)	March 15, 1991
FELLOWSHIP AREAS OFFERED IN 1992	
Photography	January 24, 1992
Sculpture	February 14, 1992
Crafts	March 16, 1992

Final Report Requirements

At the end of the grant period, the Endowment requires Final Reports from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Former grantees who fail to submit required Final Reports for any grant(s) are ineligible to receive subsequent funding for five years following the Final Reports due date of the grant(s) unless the delinquent Final Reports are submitted earlier. Acceptability of Final Reports may also affect eligibility. This policy begins with grants awarded in FY 1984 (i.e., any grant letters dated on or after October 1, 1983).

(Continued on next page)

Final Report Requirements, continued

To maintain or reestablish eligibility, immediately mail any delinquent Final Reports to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Do not include Final Reports as part of your new application package.

Taxability of Fellowships

The Internal Revenue Code provides that the full amount of a Fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

How to Apply

An individual may submit only one application in this category. If your work involves more than one fellowship area as outlined above, select the one most relevant to your overall concerns, e.g., painting, sculpture, drawing, new genres, etcetera. All applicants **must** indicate **only one fellowship area** on the application form and on the white cards on the back cover of these guidelines. Your work will be reviewed by a panel of artists and arts professionals who work in this area.

FELLOWSHIP APPLICANTS MUST SEND THE FOLLOWING MATERIALS IN ONE PACKAGE TO:

INFORMATION MANAGEMENT DIVISION/VA, 8TH FLOOR
(VISUAL ARTISTS FELLOWSHIPS/AREA IN WHICH YOU ARE APPLYING)
NATIONAL ENDOWMENT FOR THE ARTS
NANCY HANKS CENTER
1100 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20506

The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

1. **Three copies** of the Individual Grant Application Form NEA- 2 (Rev.) on pages 16-17 of these guidelines. One copy submitted must be the typed or clearly printed original; the other two should be clear photocopies. Do not photocopy your signature; sign each copy. Be sure to keep an additional copy for your own records.

   The fellowship period generally lasts for one year beginning no earlier than October 1 of the year in which you are applying. Indicate the desired fellowship period in Block 7. of the application form.

   Please note that no project description is called for on the application form. Applications are reviewed on the basis of visual documentation and other materials as noted below.

(Continued on next page)

How to Apply, continued

2. **Two copies** of the Visual Artists Fellowships Supplementary Information Sheet on page 18.

3. **One copy** of your resume.

4. Visual documentation and other materials as outlined in "Special Application Requirements" below.

5. The completed application acknowledgment and other cards which appear on the back cover of these guidelines. All three cards must be filled in with complete information.

Special Application Requirements

Your application package must include visual documentation of your work and other materials as outlined below for your fellowship area. Please read this section carefully.

Incomplete applications or applications not conforming to the application requirements will not be reviewed by the panel.

Painting, sculpture, photography, crafts, and works on paper applicants must submit visual documentation as instructed below. **New genres applicants only should submit visual documentation as instructed beginning on page 10.**

Special Application Requirements for Painting, Sculpture, Photography, Crafts, and Works on Paper applicants

(New Genres applicants see next page)

Painting, sculpture, photography, crafts and works on paper applicants must send a set of ten slides showing work relevant to their current artistic concerns. As panel recommendation is based primarily on slide review, we urge you to pay special attention to the quality and relevance of the slides you submit.

Applicants **must** submit **two copies** of the Visual Artists Fellowships Supplementary Information Sheet on page 18.

NOTE: Artists books applicants may supplement the required ten slides with no more than one sample of an actual book (maximum three copies), in either published or mock-up form. Do not send originals or one-of-a-kind books as the Arts Endowment cannot be responsible for handling original work. At the bottom of your slide script (Section I, Supplementary Information Sheet on page 18) please indicate the title and date of the book, whether it was produced in multiple or as one of a kind, and which slides (if any) document the book. You may also briefly describe the nature or content of the book in the "Statement" section. **Book artists may apply in any one of the fellowship areas and should select the area which most closely corresponds to the nature of their work.**

How to Submit Slides

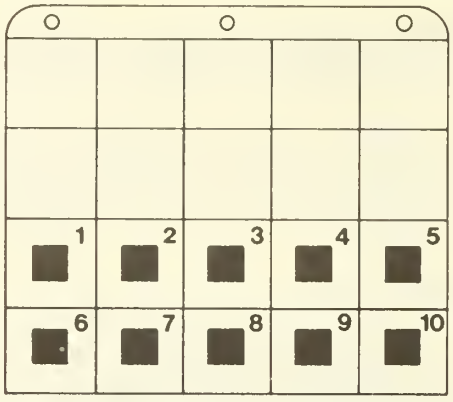
All slides should be 35mm size and must be in 2" x 2" mounts for Carousel projection. Slides must be placed in a 9" x 11" clear plastic file sheet for safe handling. You should retain your original slides and send duplicates with your application. **Do not submit glass mounted slides.**

(Continued on next page)

Special Application Requirements for Painting, Sculpture, Photography, Crafts, and Works on Paper applicants, continued

Slides will be projected in two groups of five slides, left to right: slides 1-5 simultaneously, followed by slides 6-10. During the rounds of review staff will provide panelists with slide information from the Supplementary Information Sheet for slides 3 and 8 (the middle slide in each bank). Information regarding other slides will be made available to the panel upon request. Close-up shots showing details of your work may be included in the ten slides. To insure that your slides are projected in the order you prefer, label each slide as follows, and refer to the diagram below when arranging your slides in the slide file sheet:

- "TOP" or ▲ . (The top of the work shown must be at the top of the slide when in the sleeve.)
- Name of artist. (Do not use initials; use same name as on application form.)
- Slide number (1-10 per sample below).



Do not use masking tape or other thick tape to label slides.

Every effort will be made to return slides. However, the Endowment cannot be responsible for any damage or loss that may occur during handling or shipping.

We will package and mail material at our own expense. Please do not send self-addressed stamped envelopes with your application.

Applications not accompanied by slides as requested will be considered incomplete and will be rejected.

Special Application Requirements for New Genres Applicants only

New genres applicants only must submit **documentation of their work**, in whatever form is most appropriate: e.g., slides, tapes, accompanying text. You must prepare a presentation of organized documentation material for panel review. As panel recommendation is based primarily on this presentation, we urge you to pay special attention to its clarity, brevity, and ability to accurately illustrate the nature of your work. Historically the new genres area has supported a wide range of artistic activity; however, **the work submitted must be based primarily in the visual arts.**

Applicants **must** also submit **two copies** of the Visual Artists Fellowships Supplementary Information Sheet beginning on page 18. Applicants must complete Side B (page 19) and, if applicable, Side A, Section I. Section IV. should briefly describe the work you have documented, referring specifically to your visual presentation and may also provide information about your work in general to provide a context for your work samples. The statement should also inventory your documentation materials, indicate when they occur in the presentation, and provide information on how to present them (see instructions below).

(Continued on next page)

Special Application Requirements for New Genres Applicants only, continued

How to Submit Documentation

Materials submitted as documentation must be prepared according to the following instructions. While one form of documentation may streamline your presentation, a mix of materials is acceptable. Documentation must be clearly described on the Supplementary Information Sheet.

- Slides should be 35mm size and must be in 2" x 2" mounts for Carousel projection. Slides must be placed in a 9" x 11" clear plastic slide file sheet for safe handling. Each slide must be numbered and labeled with the artist's name. (Do not use initials; use same name as on application form.) Do not use masking tape or other thick tape to label slides. You should retain your original slides and send duplicates with your application. **Do not submit glass mounted slides.** Arrange the slides in the sequence you prefer for your presentation. Each slide must be listed on the Supplementary Information Sheet in numbered order. (Where appropriate, you may indicate "slides 1-5," for example, to designate a group of slides showing different views of one work or an excerpt from a non-static work.) The works to which the slides refer must be described in Section IV of the Supplementary Information Sheet ("Description of Work.").

- Tapes must be labeled with the artist's name, address, and "FY 91 Visual Arts Program" on both the container and the tape. Videotapes must be 3/4", VHS, or "Beta" cassette size. Audiotapes should be standard audio cassette size. Send copy tapes only. **Total time of presentation may not exceed ten minutes**. Cue tape to starting point of the segment that you want reviewed. It is the panel's discretion whether to view the entire segment. If more than one segment is to be reviewed, clearly indicate content of all segments, where they are on the tape, and cue the tape to the first segment. All work documented by tapes must be described in Section IV of the Supplementary Information Sheet ("Description of Work.").

- Accompanying text and other forms of documentation should be individually labeled with the artist's name, address, and "FY 91 Visual Arts Program." They may be no larger than 11" x 14" size. The work documented must be described in Section IV of the Supplementary Information Sheet ("Description of Work.").

Tapes, texts, and other forms of documentation (except slides) must be listed in Section III of the Supplementary Information Sheet ("Non-Slide Sample Work.").

NOTE: When applying as an individual with documentation of work done collaboratively, clearly indicate your role in the collaboration.

Should you have any questions please call the Visual Arts Program/Fellowships at 202/682-5448.

Every effort will be made to return slides, tapes, and other documentation. However, the Endowment cannot be responsible for any damage or loss that may occur during handling or shipping.

We will package and mail material at our own expense. Please do not send self-addressed stamped envelopes with your application.

Applications not accompanied by documentation materials as requested will be considered incomplete and will be rejected.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment's Public Information Office. Those programs which may be of particular interest to individuals involved in the visual arts field are described briefly below. For further information, call the number provided or write:

_____ (Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Visual Arts/Grants to Organizations

The Visual Arts Program provides support to organizations that serve visual artists through the categories outlined below. (202/682-5448)

The Visual Artists Organizations category supports organizations which encourage individual artistic development, experimentation, and dialogue between visual artists and the public. The organizations' primary purpose is to serve visual artists and assure them an integral role in policy development and programming. Priority will be given to organizations that provide professional fees to artists and whose programs are of national or regional significance. Support is available for a variety of programs, including exhibitions, access to working facilities, and services.

The Visual Artists Forums category supports projects that promote discourse regarding the visual arts and are of regional or national significance. Funding is available to create and present new work in a format which encourages discussion and public understanding and for visiting artist programs, conferences, symposia, and non-commercial publications that contribute to the national dialogue on contemporary art.

The Art in Public Places category offers support for projects designed to make the best contemporary art accessible in public places and to provide new challenges and opportunities for living American artists of exceptional talent and achievement. Public art projects focusing on newly created work as permanent features of public sites and planning activities or short-term projects designed to explore the potential of public art projects are eligible.

The Special Projects category is designed to respond to projects that will have a broad impact on the visual arts field, have the potential to be national models or present new approaches for addressing artists' needs, and are not eligible under the other categories described above. Only a very limited number of projects of national or regional significance will be supported.

Arts in Education

The Arts in Education Program provides grants to state arts agencies to advance the arts as basic in education. For information on these grants, please contact your state arts agency or the Endowment's Arts in Education Program. (202/682-5426)

In addition, the Program provides Special Projects grants directly to non-profit organizations which are undertaking high-quality arts education projects of regional or national significance. For information on these grants, please contact the Endowment's Arts in Education Program (202/682-5426).

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Dance

The Dance Program offers assistance to individuals and nonprofit organizations involved in dance. Individual choreographers are assisted through direct fellowships and through grants to professional dance companies and dance presenters. (202/682-5435)

Design Arts

The Design Arts Program supports a variety of projects in architecture, landscape architecture, urban design and planning, historic preservation, interior design, industrial and product design. The Program offers grants to organizations and individuals. (202/682-5437)

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality which are deeply rooted in and reflective of culturally diverse, inner-city, rural, or tribal communities. (202/682-5443)

Folk Arts

The Folk Arts Program supports the presentation and documentation of traditional arts and artists. (202/682-5449)

Inter-Arts

The Presenting Organizations category of the Inter-Arts Program assists projects designed to improve the ability of professional presenting organizations to present diverse, high quality, multidisciplinary arts programming in their communities. Grants for commissioning and touring are also available. The Inter-Arts Program also assists artists' projects: new forms (projects involving the creation and production of new work that explores the boundaries between arts disciplines, traditions, and/or cultures), artist communities, and service organizations, that involve two or more arts disciplines. (202/682-5444)

Literature

The Literature Program offers fellowships to published creative writers (including translators). It also supports residencies for published writers. (202/682-5451)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Museum

The Museum Program offers assistance for a variety of museum projects primarily of artistic significance. Special exhibitions, catalogues, conservation, and educational and other outreach projects are among the activities assisted. (202/682-5442)

Music

The Composers category of the Music Program offers fellowships to composers and creative artists, including visual artists, working with composers. Grants are also available to music performing and presenting groups and to centers for new music resources, including electronic music studios, computer centers, and other innovative facilities. (202/682-5445)

(Continued on next page)

Opera-Musical Theater

The New American Works/Individuals as Producers category of the Opera-Musical Theater Program supports independent producers and artist-producers. Generally, an independent or artist-producer would work outside established producing organizations; however, a producer affiliated with an organization may apply. (202/682-5447)

Theater

The Theater Program assists professional theater companies and offers fellowships to playwrights and solo theater artists. (202/682-5425)

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the office (202/682-5531 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402, for $3.75 each (specify stock number 036-000-00047-3).

National Endowment Arts Administration Fellows

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for 11-week Fellowships at the Endowment's offices in Washington, D.C. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment program or division. Fellows become acquainted with the Endowment's policies and operations and gain a national overview of arts activities around the country.

International Exchange Feilowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding practicing artists who show promise of becoming leaders in their field. They cover six-to nine-month residencies in Japan. (202/682-5562)

Several fellowships for work and study in France are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding professionals for residencies of two to three months in France. (202/682-5562)

The Visual Arts Program fellowship advisory panels will recommend a limited number of artists in each fellowship area for consideration for an International Exchange Fellowship. Recommendations for an International Exchange Fellowship will not affect your application for a Visual Artists Fellowship.

(Continued on next page)

International Exchange Fellowships, continued

Interested applicants should complete the regular Visual Artists Fellowships application form on pages 16-17 and add the phrase "US/Japan" and/or "US/France" to the top of the form. This must be submitted by the appropriate deadline for your area of work which is listed on the inside front cover. Visual artists should not complete any other forms and may not apply directly for an International Exchange Fellowship.

Please do not inquire about the status of a US/Japan or US/France recommendation. Only recommended artists will be notified.

The Visual Arts Program is continuously seeking to expand international exchange opportunities for visual artists. Please call the Program for updated information on possible programs in addition to those cited above. (202/682-5448)

Reporting Burden

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Program Coordination Office, Room 628, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0067), Washington, DC 20503.

Notes:

Visual Artists Fellowships

Individual Grant Application Form NEA-2 (Rev.)

Three copies of this form must be mailed with other required materials under one cover to: Information Management Division/Visual Artists Fellowships (Area in which you are applying), 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

1. Name (last, first, middle initial)
☐ Mr.
☐ Ms.

2. Mailing Address

3. Phone: (home)
(work)

4. Fellowship area in which you are applying:
(Check one only)

_____ new genres
_____ photography
_____ painting
_____ sculpture
_____ works on paper
_____ crafts

5. U.S. citizenship

☐ Yes (Social Security Number*:_____)
☐ No (Visa Number:_____)

6.

_____
Birth date

_____
Place of birth

7. Period of support requested:

Starting _____
month day year

Ending _____
month day year

8. Education

Name of Institution	Major area of study	Inclusive dates	Degree

9. Earliest Significant Exhibition/Commission/Performance (List one)

Name of Institution	Title of Exhibition	Year	Medium	Group or Solo

10. Recent Significant Exhibitions/Commissions/Performances (List three)

Name of Institution	Title of Exhibition	Year	Medium	Group or Solo

11. Fellowships, grants or awards

Name of award	Medium	Year	Amount

12. Present employment

Employer	Position/Occupation

* The social security number is used only as an identifier in the grants administration process. Failure to provide this information could result in administrative delays in processing the application.

YOU MUST ALSO ENCLOSE ONE COPY OF YOUR RESUME WITH YOUR APPLICATION PACKAGE. PROVIDE THE INFORMATION REQUESTED ON THE FRONT OF THIS FORM EVEN IF THE SAME INFORMATION APPEARS ON THE RESUME.

13. Final Reports

Have you submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984? (Does not apply to state or regional fellowship programs.)

_____ YES _____ NO

If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

14. Delinquent Debt

Are you delinquent on repayment of any Federal debt (e.g. student loans, delinquent taxes)?

_____ YES _____ NO

If yes, provide explanatory information on a separate sheet.

15. Certification

I certify that the foregoing statements are true to the best of my knowledge. I also certify that, in compliance with the Drug-Free Workplace Act of 1988, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

If I am convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to the grants officer or other designee, and shall include the grant number(s) of each affected grant.

x_____

Signature of applicant Date

BEFORE SEALING YOUR APPLICATION PACKAGE, BE SURE TO INCLUDE:

- The signed original and two signed copies of this application form.
- Two copies of the Visual Artists Fellowships Supplementary Information Sheet on pages 18-19.
- One copy of your resume.
- Visual documentation and other supplementary material as outlined in "Special Application Requirements" on pages 9-11.
- Three completed cards which appear on the back cover of these guidelines.

Have you signed all three copies of your application form? Is your visual documentation properly labeled?

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Visual Artists Fellowships Supplementary Information Sheet — Side A

Applicant Name_____ City_____ State_____

Fellowship Area (check one):

1991: ☐ Painting ☐ Works on Paper
1992: ☐ Photography ☐ Sculpture ☐ Crafts

New Genres applicants see reverse - Side B

All applicants submitting slides as visual documentation of their work must submit two copies of this form with Section I. completed. New Genres applicants must complete Section I if slides are part of their documentation package, and they must complete Side B.

I. SLIDE LIST (all applicants)

Slide Number	Medium of work (e.g., oil on canvas)	Sizes in inches or feet (height x width x depth)	Date of Work	Title of Work (if applicable)

II. STATEMENT ABOUT YOUR WORK (must relate to the work documented in your slides; this is optional and omission will not affect application status)

New Genres applicants only see reverse

Visual Artists Fellowships Supplementary Information Sheet — Side B

(New Genres applicants only)

Applicant Name_____ City_____ State_____

Fellowship Area: NEW GENRES (1991 only)

All New Genres applicants must complete Section III if documentation of work is in a form other than slides. Do not complete Section III if you have documented your work only with slides (see Section I. on Side A). Complete both Sections I and III if your documentation includes slides and videotapes, audiotape, text or other material. All New Genres applicants must complete Section IV. Provide two copies of this form.

III. NON-SLIDE SAMPLE WORK (See page 11 for more information on submitting sample work.)

Work Sample A ☐ Videotape ☐ Audiotape ☐ Text ☐ Other_____

Title of Work Sample_____
Date Work Completed_____ Total Running Time (if applicable)_____ Length of Excerpt_____
Your role in creation/presentation of this work:

Special instructions for presenting this work sample:

Work Sample B ☐ Videotape ☐ Audiotape ☐ Text ☐ Other_____

Title of Work Sample_____
Date Work Completed_____ Total Running Time (if applicable)_____ Length of Excerpt_____
Your role in creation/presentation of this work:

Special instructions for presenting this work sample:

IV. DESCRIPTION OF WORK (All NEW GENRES applicants must complete this section; see page 10 for more information. NEW GENRES applicants should not complete Section II on Side A)

Visual Arts, Room 729
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Postage and
Fees Paid
National Endowment
for the Arts
NEA–635

U.S. MAIL

cut here

Visual Artists Fellowships

Please check the medium in which you work. (Check only one.)

_____ painting
_____ sculpture
_____ photography
_____ printmaking
_____ drawing
_____ artists books
_____ other _____
(specify)

crafts
_____ clay
_____ fiber
_____ glass
_____ metal
_____ paper
_____ wood
_____ other _____
(specify)

new genres
_____ video
_____ performance
_____ conceptual
_____ other _____
(specify)

cut here

Visual Artists Fellowships

Please check the medium in which you work. (Check only one.)

_____ painting
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_____ other _____
(specify)

crafts
_____ clay
_____ fiber
_____ glass
_____ metal
_____ paper
_____ wood
_____ other _____
(specify)

new genres
_____ video
_____ performance
_____ conceptual
_____ other _____
(specify)

FY 91/92 Visual Artists Fellowships **Application Acknowledgment Card**

All fellowship applicants must complete and return in their application package all three cards on this cover.

Please self-address the reverse side of this card before enclosing it in your application package. This card will be returned to you to acknowledge receipt of your application by the Visual Arts Program.

Endowment Use Only

Application Number— _____ Date _____
Keep this number in your files. Always include it on any correspondence with the Visual Arts Program.

cut here

Fellowship applicants should complete BOTH SIDES of this card and the one below.

FY 91/92 Visual Artists Fellowships
(Notification will be sent to this address)

Mr. ☐
*Name Ms. ☐

Last First Middle

Address

City State Zip Code

Phone (home) / (work) /

Fellowship area (from #4 on the application form)

*Name must be the same as on application form NEA–2 (Rev.)

cut here

FY 91/92 Visual Artists Fellowships
(Notification will be sent to this address)

Mr. ☐
*Name Ms. ☐

Last First Middle

Address

City State Zip Code

Phone (home) / (work) /

Fellowship area (from #4 on the application form)

*Name must be the same as on application form NEA–2 (Rev.)

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